



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**FINANCIAL MANAGEMENT AND COMPTROLLER**  
**109 ARMY PENTAGON**  
**WASHINGTON DC 20310-0109**

REPLY TO  
ATTENTION OF

DEC 18 2003

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Deployment of the Defense Travel System (DTS)**

The Under Secretary of Defense (Comptroller) certified that the Defense Travel System (DTS) is being developed and managed in accordance with the Department's Business Enterprise Architecture (BEA). The DTS has also been authorized by DoD to enter the Production and Deployment phase of the acquisition life cycle with Phase II and III fielding of the Enhanced Jefferson software release. The Army will deploy DTS to 28 Phase II sites during FY04 per the schedule at attachment A. The deployment includes all organizations at each site; garrison, mission activities and tenants.

Deployment of DTS requires the active involvement and commitment in the following areas at the site:

- a. Lead Defense Travel Administration (LDTA). This position(s) is assigned and staffed by DFAS. The LDTA is the focal point responsible and accountable for coordinating all requirements that are necessary to successfully deploy and sustain DTS at the site. The LDTA will be assigned to the site.
- b. Organizational Defense Travel Administration (ODTA). This position(s) is assigned by each organization at the site. The ODTA is the focal point responsible for managing DTS at their organization.
- c. Transportation Officer (TO). The site TO is responsible for establishing and reconciling the DTS Centrally Billed Accounts, coordinating OCONUS travel and coordinating with the Commercial Travel Office.
- d. Finance Defense Travel Administration (FDTA). This position(s) is assigned by each organization at the site. The FDTA is responsible for maintaining Lines of Accounting and reconciling the DTS budget with the official fund control data for their organization.
- e. Directorate of Information Management (DOIM). The local DOIM is responsible for Information Technology, ensuring site readiness and addressing technical issues for organizations at the site.
- f. Adjutant General/Post Admin. Issues and provides support for the Common Access Card for site personnel.



Attachment B contains a detailed list of Roles and Responsibilities for the above areas.

The Army is centrally funding the costs for Lead Defense Travel Administrators, DTS operations and support, and DTS training. These are fixed costs based on the deployment schedule at attachment A. Therefore, it is critical that the DTS deployment at these sites include all garrison, mission, and tenant activities. Requests to deviate from the schedule must be submitted through command channels to this headquarters by January 12, 2004, for consideration.

The intent of DTS is to reduce travel administration costs and improve the quality of service to Army travelers. To reach that goal, I need your support for the deployment and success of DTS.

If you have any questions, please contact Mr. John Schoenecker, (703) 602-1960, or [John.Schoenecker@HQDA.Army.Mil](mailto:John.Schoenecker@HQDA.Army.Mil).

  
Ernest J. Gregory  
Acting Deputy Assistant Secretary of the Army  
(Financial Management and Comptroller)

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Military Traffic Management Command, ATTN: MTRM, 200 Stovall Street, Alexandria, VA 22332-5000  
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U.S. Army Space and Missile Defense Command, ATTN: SMDC-RM-A, PO Box 1500, Huntsville, AL 35807-3801  
U.S. Army Military District of Washington, ATTN: ANRM, 103 3<sup>rd</sup> Ave, Fort Lesley J. McNair, Washington, D.C. 20319-5050  
U.S. Army Finance Command, ATTN: SFFM-FC-ZA, 8899 56th Street, Indianapolis, IN 46249-3000  
U.S. Army Corps of Engineers, ATTN: CERM-ZA, 441 G Street NW, Washington, D.C. 20314-1000  
U.S. Army Test and Evaluation Command, ATTN: CSTE-RM, 4501 Ford Avenue, Alexandria, VA 22302-1458  
U.S. Army Community and Family Support Center, ATTN: CFSC-FM, 4700 King Street, Alexandria, VA 22302-4401  
U. S. Army Audit Agency, 3101 Park Central Drive, Alexandria, VA 22302-1596  
175th Finance Command, ATTN: EAFM, Unit#15300, APO AP 96205-0073  
266th Finance Command, ATTN: AEUFC-PA, Unit 29001, APO AE 09007  
13th Finance Group, Fort Hood, TX 76544-5056  
18th Soldiers Support Group, ATTN: AFZA-SG, Normandy Drive, Fort Bragg, NC 28310  
U.S. Southern Command, ATTN: SCJ8-CM, Miami, Florida 33172-1217  
U. S. Army European Command, ATTN: ECCM, APO AE 09128  
  
Director, U. S. Army Contracting Agency, ATTN: MTRM, Suite 302, Skyline 6, 5109 Leesburg Pike, Falls Church, VA 22041-3201  
Director, Installation Management Agency, ATTN: SFIM-RM, 2511 Jefferson Davis Highway, Taylor Building-Crystal City, Arlington, VA 22202  
Superintendent, U.S. Military Academy, ATTN: MARM, West Point, NY 10996-5000  
Chief, U.S. Army Reserve, ATTN: DAAR-CO, Washington, D.C. 20310  
Chief, Army National Guard Bureau, ATTN: NGB-ARC, 1411 Jefferson Davis Highway, Jefferson Plaza 1, Arlington, Virginia 22202  
Commandant, U.S. Army Finance School, Fort Jackson, SC 29207-7045  
President, National Defense University, BG 62, George C. Marshall Hall, Fort Lesley J. McNair, Washington, DC 20319-5066

CF;  
Director, DFAS (Mr. Bonta)

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